

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Bulletin No. 12-214

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| This bulletin should be filed behind the divider for Part III of DPM Chapter (s) 12 |
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SUBJECT: Liberal (Unscheduled) Leave Policy on Monday,
February 28, 2005

Date: March 1, 2005

1. Scope

The purpose of this bulletin is to inform agencies and employees of the leave policy in effect during the snow emergency of Monday, February 28, 2005.

2. Authority

Chapter 12 of the District Personnel Manual (DPM), Hours of Work, Legal Holidays and Leave, Part II, Subpart 4, Annual and Sick Leave and Compensatory Time.

3. Responsibilities

Department and agency heads, or their designees, have the responsibility to ensure that their employees are informed of the provisions herein, and that the time and attendance records (D.C. Form 251) are properly completed.

4. Liberal ("Unscheduled") Leave, Monday, February 28, 2005

Due to the snow emergency, the liberal ("unscheduled") leave provisions of DPM Chapter 12, Part II, Subpart 10, were in effect on Monday, February 28, 2005.

A liberal leave policy allows an employee to use annual leave, leave without pay, or earned compensatory time without obtaining advance approval or providing detailed justification. Normal requirements for an employee to notify his or her supervisor within prescribed time limits are suspended. An employee who did not report for duty will be charged the appropriate leave for the entire workday.

Employees designated as "emergency employees" are required to report to work as scheduled during snow emergencies.

5. Collective Bargaining

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this bulletin to the extent that there is a difference.

Lisa R. Marin, SPHR
Director of Personnel

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, ' 1.3.]

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Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

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